



Administrative Office of Courts

ACDD, MIS, Juvenile, & Traffic Divisions

TECHNOLOGY UPDATE

Welcome

Welcome to the second edition of *Technology Update*!

This is an effort on part of the Administrative Office of Courts (AOC) to keep the court personnel informed of cutting edge technology. We will also feature new and retiring employees, birthdays, and special announcements. Hopefully, through this section, we will get to know one another better, and build a sense of community within the courts.

In this issue, we will continue introducing you to the different divisions within AOC. We will also give you a brief synopsis of what each division does and how it relates to your job. We hope everyone will take a minute and review the various topics and information.

This newsletter serves as a forum where issues can be addressed to improve the administration of the courts. If you have any areas you would like us to address in future issues, please e-mail us at newsletter@alacourt.gov.

Division Spotlights

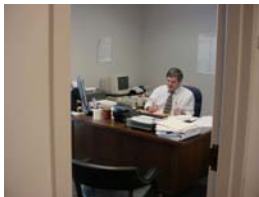
IT Purchasing



Purchasing is trying to centralize the structure of ordering equipment especially personal computers, laptops, printers, and scanners. Mark Craymer is currently working several vendors to get computers and equipment at the lowest price possible. If you need any assistance please call him at 334-954-5028.

Court Assistance

Larry Forston is responsible for accounting functions of the SJIS computer system. This includes training and answering questions about how the various programs operate, trouble-shooting when there are malfunctions in the programs, analyzing the needs of the trial courts and translating those needs to automated processes, assisting circuit clerks with questions from auditors, assisting with bank reconciliation problems, and a plethora of other accounting system related tasks.



[Continued on Page 2](#)

Questions or comments? E-mail us at newsletter@alacourt.gov

Volume 1, Issue 2, May 2005



Alabama Judicial Building
300 Dexter Avenue
Montgomery, AL 36104

Newsletter Spotlight

Welcome

Division Spotlights Continued

New Employee

Meet the Editors

May Birthdays

16 Jill Hawthorne

22 Joshua McCartha

Belated Birthday

April 21 Charlie King



Editors:

Jeremy Darabaris

Jennifer McCartha

Shel Singleton



Administrative Office of Courts

ACDD, MIS, Juvenile, & Traffic Divisions

TECHNOLOGY UPDATE

Division Spotlight continued...

AlaVault

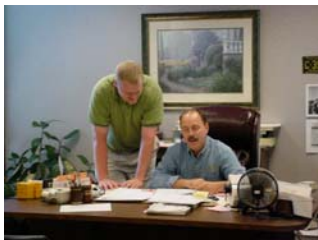


This program is replacing the current AX system, which allowed us to digitize hundreds of thousands of pages of case files. Access to these imaged documents through the AX system started to be a concern. Often a site only had one PC that could pull up the images. Web software licenses were expensive and hard to maintain. AlaVault is an application that can be easily configured and deployed around the state. The client is a basic scan program written in .net. The

web front end to the application is pure browser based and will allow access to the documents from any PC connected to the internet.

Technology Project Manager

This position requires the supervision of the day to day operations of several different computer programs that were developed within the MIS division of the AOC. Help is provided to the users of these programs by hands on training, troubleshooting various technical issues, and finding ways to alleviate problems in the current programs. MIDAS, a case management program, is also a main focus for this position. The goal of the technology project manager is to make these various programs as user friendly and efficient as possible.



Records & Property Management

The AOC Records Management Department is responsible for providing court officials within the Alabama Unified Judicial System assistance in dealing with the creation, organization, maintenance, preservation, retrieval and disposition of court records. The AOC Property Management Division is charged with the

responsibility of assigning and entering these items into an online inventory maintenance system, affixing inventory stickers on each item, and maintaining current inventories of all this property as well as keeping up with who these items have been assigned to.

Need to change an attorney's address?

Email changes to Michelle Stanley

michelle.stanley@alacourt.gov

Have a change for any of the court clerks, municipal judges, or magistrates in our system?

Call or email Joy Evans

joy.evans@alacourt.gov

Need help with a computer related problem or interested in learning more about Basic PC maintenance, Microsoft Word, Excel...online? For answers to the most common questions, visit <http://helpdesk.alacourt.gov>

New Employee



Charlie King

I grew up in Castleberry, AL and graduated from Hillcrest High School in Evergreen. After high school, I went to Auburn University where I got a Bachelor's in Management Information System. I worked at several restaurants throughout college. I met Mike Hawthorne in the Conecuh County Circuit ...

[Continued on Page 3](#)



Administrative Office of Courts

ACDD, MIS, Juvenile, & Traffic Divisions

TECHNOLOGY UPDATE

New Employee continued...

Clerk's office, where my mother works. He told me to send a resume in for a job opening. I started working in the Data Center at AOC in March.

Next edition find out how Charlie is saving the State thousands of dollars each month!



Pictured:
Michael Hawthorne and Randy Helms

Michael Hawthorne's last day with AOC is Friday, May 20th. He works in the Alabama Judicial Data Center at AOC.

Thank you for 12 great years of service!

POSITIVE PAY

On March 1st, the Alabama Central Disbursement Division began sending a daily file to AmSouth Bank, which includes all checks issued for the day, along with any checks that were voided. This "positive pay" process will create a listing for AmSouth of all the outstanding checks that they may honor which will help prevent future problems, such as counterfeit checks. Unless a check appears on AmSouth's positive pay list, it will not be honored.

In order to help clear checks in the system on a daily basis, ACDD is also receiving a reconciliation file from AmSouth on checks AmSouth paid the prior business day. These two files will hopefully give ACDD more accurate data in processing checks.

Meet the Editors:



Jeremy Darabaris

I grew up in Montgomery, Alabama and graduated from Robert E. Lee High school in 1997. I started my college career at Samford University, where I double-majored in Church Music and Pre-Dentistry. I transferred to Auburn University my junior year and graduated with a BA in Economics in 2002. My wife and I met in Auburn and married a year later. We moved to Montgomery, where I began working for MAX FCU as a Loan Counselor. My mother-in-law worked for the Conecuh County Courthouse for over 35 years, and always encouraged me to apply at AOC, especially since we lived here. I heard of an open position in ACDD and applied. I was offered the position and began in February. Besides working in the ACDD Call Center, I have been able to work several different areas, including this newsletter. It has been a great learning experience for me. I am currently enrolled at AUM to become a Certified Grant Writer.



Jennifer McCartha

I was raised in Luverne, Alabama, where I currently reside, and graduated from Luverne High School in 1999. I then went on to Troy State University to pursue my college career. While in college I worked at a law firm and an Optometrist's office. During this time, I changed my major from Nursing to Accounting and graduated with a Bachelor's degree in Accounting in August 2004. I began work at AOC in September of 2004 in the Alabama Central Disbursement Division and have been there ever since. I have had the opportunity to take on various other tasks while at AOC including this newsletter. I have learned a lot so far and have enjoyed this experience.



Shel Singleton

I was born and raised in Dothan, Alabama and graduated from Dothan High School in 1996. Before continuing my education, I experienced a range of different work environments including healthcare, medical records, and customer service. My husband and I have two children, a boy Juston and a girl, Jia. Transitioning from a stay-at-home mom to a temporary employee in the Purchasing division was exciting and rewarding. When offered a full-time position with the Technology Helpdesk in March, I leaped for the opportunity! I enjoy assisting our network users with system inquiries and computer training. I also enjoy working with this newsletter team. I have definitely learned a lot so far and look forward to future growth with AOC. I currently have an Associate of Science degree in Business and I am actively working towards a Bachelor's degree at Troy State University.